

<p>23 May we ask your present employer about your character, qualifications, and work record? A "NO" will not affect our review of your qualifications. If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first.....</p>	<p>YES</p>	<p>NO</p>
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- Describe your current or most recent job in Block A and work backwards, describing each job you held during the past 10 years. If you were unemployed for longer than 3 months within the past 10 years, list the dates and your address(es) in an experience block.

INCLUDE VOLUNTEER WORK (non-paid work)—If the work (or a part of the work) is like the job you are applying for, complete all parts of the experience block just as you would for a paying job. You may receive credit for work experience with religious, community, welfare, service, and other organizations.

IF YOU NEED MORE EXPERIENCE BLOCKS, use the SF 171-A or a sheet of paper.

● IF YOU NEED TO UPDATE (ADD MORE RECENT JOBS), use the SF 172 or a sheet of paper as described above.

A	Name and address of employer's organization <i>(include ZIP Code, if known)</i>			Dates employed <i>(give month, day and year)</i>		Average number of hours per week	Number of employees you supervise
				From: _____ To: _____			
				Salary or earnings Starting \$ _____ per Ending \$ _____ per		Your reason for wanting to leave	
Your immediate supervisor Name		Area Code	Telephone No.	Exact title of your job		If Federal employment <i>(civilian or military)</i> list series, grade or rank, and, if promoted in this job, the date of your last promotion	

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

				For Agency Use (skill codes, etc.)	
B Name and address of employer's organization <i>(include ZIP Code, if known)</i>				Dates employed <i>(give month, day and year)</i> From: _____ To: _____	
				Average number of hours per week	Number of employees you supervised
				Your reason for leaving	
Salary or earnings Starting \$ _____ per Ending \$ _____ per					
Your immediate supervisor Name	Area Code	Telephone No.	Exact title of your job		If Federal employment <i>(civilian or military)</i> list series, grade or rank, and, if promoted in this job, the date of your last promotion

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